

# **Guidelines for Vice Chancellor's Innovation Fund**



**TEERTHANKER MAHAVEER UNIVERSITY**

**Dated: 10 April 2016**

**UNIVERSITY RESEARCH AND CONSULTANCY CENTRE  
[URCC]**

## **1.0. Introduction:**

The Teerthanker Mahaveer University (TMU) has established a fund called Vice-Chancellor's Innovation Fund (henceforth shall be called as the VC's Innovation Fund or VCIF) to promote innovative and inter-disciplinary research at the University. In essence, it is a pool of fund that can be accessed by faculty members and students from within the university to continuously upgrade their knowledge and skills by undertaking meaningful research. The purpose of financial support through the VCIF is to accelerate process of research by promoting competition among different departments and faculties. The research initiatives funded through the VCIF should be preferably suitable for commercialization of the resulting innovation for societal projects. The use of the VCIF fund is to shape meaningful research that can potentially attract funding from the outside agencies and industries in the future. The innovation fund would also support novel and innovative undergraduate projects that may or may not directly yield outcomes in the form of patents or research publications.

The selection of the proposals for financial assistance under the VCIF program would be based on the recommendations of a Project Evaluation Committee (PEC). Thereafter, the progress of the research by the selected VCIF awardees will be closely monitored on a quarterly basis. The financial grant during each academic year under the VCIF scheme would be limited up to Rs. 25 Lakhs per college, with a maximum ceiling of Rs. 2.50 Lakhs on the financial assistance per proposal.

## **2.0. Eligibility:**

All faculty members and students of the University are eligible for applying for financial assistance from the VCIF. However, all such applications should meet the following criteria:

- i) The research work involved in the proposal should be innovative and challenging in the present technological/clinical arena. The innovative or original nature of the proposal should be validated by carrying out a comprehensive literature survey or an extensive patent survey in the respective area. The research proposal must try to bridge the gap in the existing knowledge or adds a new dimension to the existing knowledge.
- ii) The proposal for financial assistance under this scheme is primarily seed funding to encourage faculty members and students to initiate an innovative research idea that may also attract funding from external agencies or industries in near future. The outcome and results of the proposal in societal projects will be encouraged and must be clearly spelt out.
- iii) Research proposals with intent of inter-disciplinary research will be given preference. Such proposals must have a component of

collaboration with one or more persons/departments from TMU or any other reputed educational/research institution.

- iv) To promote collaborative research and motivate researchers to seek outside funding, the VCIF shall give preference to research proposals seeking seed money along with significant financial component participation from external sources, like the government, multilateral funding agencies, etc.
- v) The funding will be initially granted for one-year extendable for another six months.

### **3.0. Ineligible Activities:**

Following activities are not eligible for funding from the VCIF:

- i) Travel abroad/or within India.
- ii) Construction or renovation of civil works.
- iii) Purchase of furniture.
- iv) Purchase of PC's, laptops, tablets or computer accessories unless they are computer controlled instrumental set-ups.
- v) Purchase of general purpose software.
- vi) Salary/remuneration/wages etc., to any member and or staff of the University directly or indirectly.

### **4.0. Procedure for Application for Funding:**

Any faculty member or student of the TMU can apply for funding from the VCIF by filling up the Project Application Form given in **Annexure-I**. However, the research proposal has to be forwarded by the CRC after due process of scrutiny and recommendation to the URCC. If the Project Leader wants, s/he can associate other faculty members and students in the project for using their specific expertise. The project proposal should be complete with objectives, rationale of the proposal alongwith its uniqueness and usefulness, methodology, research activity plan in the form of Gantt or Bar chart, budget requirement, project team and output expectations in terms of specific deliverables.

The applications for financial grant from faculty and students will be accepted round the year. However, The URCC will scrutinize and evaluate only twice in one year. The URCC will announce the date of review and evaluation in the first week of April and November. The last date for the academic cycle will be June 30<sup>th</sup> respectively. The final decision on the research proposal will be declared within 30 days after the review and evaluation process.

### **5.0. Evaluation of the Project Proposal:**

The project proposal will be peer reviewed by one subject expert from within the University and one external subject expert. The subject experts

will be decided by the Vice-Chancellor. The proposal along with the comments of the two experts will be considered by a Project Evaluation Committee (henceforth shall be called PEC) consisting of the following:

1. Vice-Chancellor
2. Concerned Dean/Director/Principal/HOD of the Faculty/College
3. Two professors, internal subject experts from the University, as nominated by the Vice-Chancellor
4. Mentor/Senior Professor as external subject expert
5. Chairman URCC-Member Secretary

The Project Leader/Principal Investigator will be required to give a presentation on the proposal before the PEC. The PEC is the final authority to approve the research proposal.

**6.0. Duration of the Project:**

The Project grant will be sanctioned for one year only. However as a special case the project may be extended for another six months at the recommendation of the PEC by the Vice Chancellor.

**7.0. Monitoring and Completion of the Project:**

There will be quarterly review of the sanctioned project by the PEC to monitor the progress of the project. A Project Progress Report (**as given in Annexure-II**) will be submitted by the Project Leader/Principal Investigator before each such quarterly review. The Project Leader may be also asked to give a quarterly presentation on the progress of the project to the PEC. If progress report is found unsatisfactory, the PEC may suggest corrective actions or it can recommend termination of the project.

On completion of the project, the Project Leader/Principal Investigator has to file a Project Completion Report (**as given in Annexure-III**) before the PEC along with the Final Report, Fund Utilization Certificate and a future follow up action plan. The Project Completion Report should be submitted within one month of completion of the project to the office of Vice-Chancellor. The Project Leader/Principal Investigator must ensure that the research work undertaken should yield some tangible outcomes, like a publication in an international journal or a journal of repute or application of patent registration.

## PROJECT PROPOSAL FOR FUNDING FROM VC'S INNOVATION FUND

1	Title of the Project:	:	
2	Name of Project Leader with telephone no. and email	:	
3	Project Team	:	
4	Faculty/College	:	
5	Subject Area	:	
6	Objectives of the Project	:	
7	Project Proposal: (Attach as separate enclosure, if needed)	:	
8	Rationale in Brief	:	
9	Expected Deliverables: Scientific Output/ Intellectual Property Generation/ Commercialization Possibility	:	
10	Methodology (Attach separate sheet if required)	:	
11	Work Plan and activity	:	The work plan for various activities of the Project is presented below

Activity	Type of activity	Duration (in months) Start-Finish
1		
2		
3		
4		
5		

12	Gantt or Bar Chart	:	
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Activity/Months from start to end	0	3	6	9	12	15	18

13	Existing Expertise and Facilities at the University	:	
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14	Budget Requirements	:	
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*(Rs. in lakhs)*

S. No.	Description	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	Total
	<b>A. Capital</b>			
1	Equipment			
	<b>Total (A)</b>			
	<b>B. Consumable</b>			
1	Raw materials, Consumables & Chemicals			
2	Manpower			
3	Testing Charges			
4	Contingency & Others (Repair & Maintenance)			
	<b>Total (B)</b>			
	<b>Total (A+B)</b>			

**List of New Equipments/Software and New Common Facility**

Sl. No.	Capital Equipment/Software	Justification for Purchase	Total (Rs. Lakhs)
1			
2			
<b>Total</b>			

15	Extra Manpower required, if any	:	
16	Details of Collaboration, if any:	:	

**QUARTERLY PROGRESS REPORT OF PROJECT WITH FUNDING FROM VC'S  
INNOVATION FUND**

<b>1</b>	<b>Title of the Project</b>	:	
<b>2</b>	<b>Project No.</b>	:	
<b>3</b>	<b>Starting Date of Project</b>	:	
<b>4</b>	<b>Completion Date of Project</b>	:	
<b>5</b>	<b>Project Leader</b>	:	
<b>6</b>	<b>Project Team</b>	:	
<b>7</b>	<b>Objectives of the Project</b>	:	
<b>8</b>	<b>Date of Last Review</b>	:	
<b>9</b>	<b>Progress Made Since Last Review</b>	:	
<b>10</b>	<b>Gantt or Bar Chart of Activities</b>	:	

<b>Activity/Months from start</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>	<b>18</b>

*Note: Please give % completion of each activity by the end of the reporting quarter.*

<b>11</b>	<b>Expenditure and Fund Status</b>	:	
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The following table gives the complete information regarding the funds received and expenditures incurred:

*(In Rs.)*

<b>(in Rs. Lakhs)</b>	<b>Sanction</b>	<b>Expenditure</b>			<b>Unspent</b>
		<b>Till Last Review</b>	<b>Since Last Review</b>	<b>Total</b>	
Non-Recurring					
Equipment					
<b>Sub-total (A)</b>					
Recurring					
Raw materials, Consumables & Chemicals					
Manpower					
Testing Charges					
Contingency & Others (Repair & Maintenance)					
<b>Sub-total (B)</b>					
<b>Total (A+B)</b>					

<b>12</b>	<b>Work Planned for Next Quarter</b>	:	
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Recommendation of the Project Evaluation Committee:

**Hon'ble VC:**



**PROJECT COMPLETION REPORT FOR VC'S INNOVATION FUND**  
**(This Report should be accompanied with the Final Report)**

<b>1</b>	<b>Title of the Project</b>	:	
<b>2</b>	<b>Project No.</b>	:	
<b>3</b>	<b>Starting Date of Project</b>	:	
<b>4</b>	<b>Completion Date of Project</b>	:	
<b>5</b>	<b>Project Leader</b>	:	
<b>6</b>	<b>Project Team</b>	:	
<b>7</b>	<b>Objectives of the Project</b>	:	
<b>8</b>	<b>Date of Last Review</b>	:	
<b>9</b>	<b>Detailed Quarterly Progress Report</b>	:	

Quarterly Report	PEC Remarks
1 <sup>st</sup> Quarter (3 <sup>rd</sup> month)	
2 <sup>nd</sup> Quarter (6 <sup>th</sup> month)	
3 <sup>rd</sup> Quarter (9 <sup>th</sup> month)	
4 <sup>th</sup> Quarter (12 <sup>th</sup> month)	
5 <sup>th</sup> Quarter (15 <sup>th</sup> month)	

<b>10</b>	<b>Gantt or Bar Chart of Activities</b>	:	
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Activity/Months from start to end	0	3	6	9	12	15	18

<b>11</b>	<b>Expenditure Statement</b>	:	
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*(In Rs.)*

Head	Sanction	Expenditure
<b>(A) Non-Recurring</b>		
<b>Equipment</b>		
<b>Sub-Total (A)</b>		
<b>(B) Recurring</b>		
<b>Raw materials, Consumables &amp; Chemicals</b>		
<b>Manpower</b>		
<b>Testing Charges</b>		
<b>Contingency &amp; Others (Repair &amp; Maintenance)</b>		
<b>Sub-Total (B)</b>		
<b>Total (A+B)</b>		

<b>12</b>	<b>Tangible Deliverables</b>	:	
	(a) Journal Publications	:	
	(b) Papers in Conference	:	
	(c) Conference Proceedings	:	
	(d) Patents Filed	:	
	(e) Laboratory Facility Set-up	:	
<b>13</b>	<b>Students trained</b>		
	(a) Doctoral Students	:	
	(b) Post-graduate Students	:	
	(c) Under-graduate Students	:	
<b>14</b>	<b>Commercializing Possibility/Social Use</b>	:	
<b>15</b>	<b>Future Research Plans and Follow up Action Required</b>	:	

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Recommendation of the Project Evaluation Committee:

Hon'ble VC: